

Recycled-Content Certification

To be completed by State agency	
State Agency:	
Purchasing Agent:	Purchase Order #:
Phone:	E-mail:

This form shall be completed by contractor/vendor/bidder/buyer/state-contracting officer/state purchasing agent. The completed form must be filed with the State agency with a row completed for each product supplied to the State. Attach additional sheets if necessary. Information must be included, even if the product does not contain recycled material. Product labels, catalog/website descriptions, or bid specifications, are acceptable documentation verifying the information provided.

Contractor's Name _____ Date _____

Address _____ Phone _____

Fax _____ E-mail _____ Web site _____

Quantity	Unit of Measure	Unit Cost	Subtotal	Product Number / ID SKU	Product Manufacturer	Product Description / Brand	Product Category ¹	Postconsumer Material (Percent) ²	Secondary Material (Percent) ³	Virgin Material (Percent) ⁴	Total Percent ⁵	Meets SABRC
											100%	
											100%	
											100%	
											100%	
											100%	
											100%	
			Total \$									

Public Contract Code sections 10233, 10308.5, and 10354 require all vendors and contractors to certify in writing, under penalty of perjury, to the State agency awarding a contract, the minimum, if not the exact, percentage of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Public Contract Code section 12205 (a) requires all State agencies to require all contractors to certify in writing, under penalty of perjury, the minimum, if not the exact percentage, of postconsumer and secondary material in the products, materials, goods, or supplies offered or sold.

Print name of person completing form
(See footnotes on the back of this page.)

Title

Signature of person completing form

Footnotes

1. **Product category** refers to one of the product categories listed to the right, into which the reportable purchase falls. For products made from multiple materials, choose the category that comprises most of the product by cost, weight, or volume. **If the product does not fit into any of the product categories, enter "N/A."** Common N/A products include wood products, natural textiles, aggregate, concrete, electronics such as computers, TV, software on a disk or CD, telephone systems, printers, copiers, and fax machines.
 2. **Postconsumer material** comes from products that were bought by consumers, used, and then recycled. For example, a newspaper that has been purchased and read, then recycled, and used to make another product would be postconsumer material.
 3. **Secondary material** consists of fragments of finished products of a manufacturing process. Examples of secondary material include paper trimmed from an oversized roll in the printing plant and re-grind from a molded plastic product. These excess materials are recycled prior to the finished product reaching a consumer. Therefore, that material would be secondary material (also referred to as preconsumer or postindustrial material) as opposed to postconsumer material.
- Example:** If copy paper contained 20 percent postconsumer material, the remainder will be virgin material. Indicate 20 percent in the Postconsumer column and 80 percent in the Virgin Material column. If it contained 20 percent postconsumer material and 40 percent secondary material, indicate 20 percent in the Postconsumer column, 40 percent in the Secondary Material column, and 40 percent in the Virgin Material column.
4. **Virgin material** is that portion of the product made from new or non-recycled material. The material is neither secondary nor postconsumer.
 5. The sum of the Postconsumer Material column, Secondary Material column, and Virgin Material column must equal 100 percent.

Note: If it is a refurbished or remanufactured product, such as a remanufactured toner cartridge or a retreaded tire, than include that information in the product description column and do not complete the postconsumer material, secondary material, and virgin material columns.

Product category	State's minimum recycled-content requirements	
Compost and co-compost (CO) landscaping materials, erosion control, weed control, decomposed organic yard, or food materials	50% TR	10% PC
Glass Products (GL) windows, fiberglass (insulation), tiles, construction blocks, and flat glass sheets	50% TR	10% PC
Lubricating Oils (LO) motor, transmission fluids, power steering, crankcase, transformer dielectric fluids, gear, hydraulic, industrial fluids, base stock for tractors, vehicles, cars, trucks, and buses	50% TR	10% PC
Paint (PT) latex paint, interior/exterior, maintenance	50% TR	10% PC
Paper Products (PP) paper janitorial supplies, corrugated boxes, paperboard (boxes, cartons, wrapping), hanging files, file boxes, building insulation, containers	50% TR	10% PC
Plastic Products (PL) toner cartridges, blank diskettes and CDs, carpet, office products, plastic lumber, waste baskets, benches, tables, fencing, clothing, packaging, signs, posts, and binders	50% TR	10% PC
Printing and Writing Paper (PWP) xerographic, and higher-grade papers, high-speed copier paper, offset paper, forms, carbonless paper, ruled tablets, calendars, posters, manila file folders, index cards, white wove envelopes, and cover stock	30% PC	
Solvents (SO) heavy printer cleaner, auto degreaser, parts cleaner	50% TR	10% PC
Steel Products (ST) For steel products complete only Dollars, Product Description, and Product Category columns. Common steel products include automobiles, trucks, staplers, paper clips, steel furniture, scissors, pipe, plumbing fixtures, ladders, shelving	25% TR	10% PC
Tire-Derived Products (TD) flooring, wheelchair ramps, playground cover, parking bumpers, truck-bed liners, pads, walkways, tree ties, road surfacing, wheel chocks, rollers, traffic control products, mud flaps, posts	50% PC	
Tires (TI) retreaded tires, passenger, truck, bus, trailer/equipment tires. For retreaded tires indicate this in the product description column and do not complete the postconsumer material, secondary material, and virgin material columns	50% TR	10% PC

TR = total recycled-content **PC** = postconsumer content

For more information, please visit www.ciwmb.ca.gov/buyrecycled/. Mark your calendars, the 4th Annual Recycled Product Trade Show is April 10th-11th 2003, in Sacramento.